

Appendix I

WAC 296-17-31013 Building construction.

**WAC 296-17-31013 Building construction. (1)
Does this same classification approach apply to
building and construction
contractors?**

Yes, but it may not appear that way without further explanation. We classify contractors by phase and type of construction since it is common for each contract to vary in scope.

***Example:** A contractor who builds and remodels private residences may frame the structure and work on no other phases of the project. On another job the same contractor may do only the interior finish carpentry. On still another job the contractor may install a wood deck or build a garden arbor. Each of these carpentry activities is covered by a different classification code. To ensure that contractor businesses receive the same treatment as other businesses, we assign classifications according to the phases and types of construction they contract to perform. Since some contractors specialize in one area of construction, such as plumbing, roofing, insulation, or electrical services, this classification approach mirrors that of nonbuilding contractor businesses. The policy of assigning several basic classifications to contractors engaged in multiple phases of construction may seem to be in conflict with the classification approach used for nonbuilding contractor businesses, but we have simply used the **multiple business** classification approach.*

If we have assigned multiple classifications to your construction business you should take special care in maintaining the records required in the auditing and recordkeeping section of this manual. If we discover that you have failed to keep the required records we will assign all worker hours for which the records were not maintained to the highest rated classification applicable to the work that was performed.

(2) Who does this rule apply to?

If you are a building, construction or erection contractor and we have assigned one or more of the following classifications to your business, this rule applies to you: 0101, 0103, 0104, 0105, 0107, 0108, 0201, 0202, 0210, 0212, 0214, 0217, 0219, 0301, 0302, 0303, 0306, 0307, 0403, 0502, 0504, 0507, 0508, 0509, 0510, 0511, 0512, 0513, 0514, 0516, 0517, 0518, 0519, 0521, 0540, 0541, 0550, 0551, 0601, 0602, 0603, 0607, 0608, and 0701.

(3) Can I have a single classification assigned to my business to cover a specific construction project?

Yes, to simplify recordkeeping and reporting requirements we will assign a single classification to cover an entire project.

(4) How do I request the single classification for one of my construction projects?

You should send your request to the attention of your policy manager at the address below:

Department of Labor and Industries
P.O. Box 44144
Olympia, Washington 98504-4144

(5) If I have asked for a single classification on one of my construction projects, how do you determine which classification will apply?

You must supply us with a description of the project and a break down of the total number of hours of exposure by phase of construction that you are responsible for.

***Example:** You notify us that your company will be responsible for all plumbing and iron erection work on a commercial building site. You have requested a single classification for this project. In your request you tell us that you estimate that it will take one thousand work hours to perform all the plumbing work and five hundred work hours to do the steel erection work.*

With this information we will estimate the premiums by classification.

Example: *We determine that the plumbing work is covered under classification 0306 and the steel erection work is covered under classification 0518. Assume that classification 0306 has an hourly premium rate of \$1.50 and classification 0518 has an hourly premium rate of \$2.55. We estimate the total premium on this job to be \$2,775 ($1,000 \text{ hours} \times \$1.50 = \$1,500 + 500 \text{ hours} \times \$2.55 = \$1,275$).*

Our next step in this process is to develop an average hourly rate for the project. We will use this information to select the single classification which will apply to this project.

Example: *We will take the estimated premium (\$2,775) and divide this number by the estimated hours (1,500) and arrive at an average hourly rate of \$1.85.*

To select the single classification that will apply to a construction project, we will compare the average hourly rate that we have computed to the rates of the classifications applicable to the project. We will select the classification whose hourly rate is the closest to the average hourly rate that we computed from the information you supplied us with.

Example: *From the information you supplied, we have determined that the average hourly rate for this project is \$1.85. We also know that the rate for the plumbing classification (0306) is \$1.50 per hour and the rate for steel erection is \$2.55 per hour. We would assign classification 0306 as the single classification applicable to this project.*

(6) How will I know what classification will apply to my construction project?

We will send you a written notice which will specify the basic classification and premium rate that will apply to this project.

(7) If I have asked for a single classification to cover one of my construction projects, am I required to use the single classification which you gave me?

No, but you should call your policy manager to verify what other classifications would apply to the project. The name and phone number of your policy manager can be found on your quarterly premium report or your annual rate notice. For your convenience you can call us at (360) 902-4817 and we will put you in contact with your assigned policy manager.

(8) I am a general construction or erection contractor, I subcontract all my work and have no employees of my own. Do I have to report to the department of labor and industries?

No, since you do not have employees, you do not need to report to the department of labor and industries. You should be aware that the workers' compensation insurance laws of Washington include certain independent contractors as workers. If we determine that an independent contractor that you used qualifies as a covered worker, you will be responsible for the premium due for their work time. You can also be held responsible for premiums due to labor and industries if you subcontract with an unregistered contractor and they fail to pay premiums on behalf of their employees. It is in your best interest to make sure that your subcontractors are registered contractors by contacting us at 1-800-647-0982.

(9) Am I required to keep any special records of subcontractors that I use?

Yes, you are required to keep certain information about the subcontractors that you use. The information required is:

- Subcontractor's legal name;
- Contractor registration number and expiration date;
- UBI number (or labor and industries account ID number).

If you supply materials to a subcontractor, also keep a record of the:

- Amount of material supplied;
- Project name or location;
- Date material was supplied; and
- Completion date of contracted work.

Failure to maintain these records may result in the subcontractor being considered a covered worker for whom you must report hours.

[Statutory Authority: RCW 51.16.035 01-23-059, § 296-17-31013, filed 11/20/01, effective 1/1/02; 99-18-068, § 296-17-31013, filed 8/31/99, effective 10/1/99; 98-18-042, § 296-17-31013, filed 8/28/98, effective 10/1/98.]

Appendix II

L&I Resources

Workplace Safety and Health Rules

The following list provides the WAC (Washington Administrative Code) reference for safety and health rules of specific interest to the wood-frame industry. These rules cover some of the most commonly cited serious hazards in the wood-frame industry.

Failure to follow these rules accounts for many of the violations frequently cited in the wood-frame industry, and they can result in a monetary penalty. More importantly, injuries are more likely to occur when employers and their workers do not follow these rules. You – the employer — may wish to review these rules and ensure that necessary precautions are taken. You can access the rules and other useful information on worksite safety by visiting the L&I web site – www.LNI.wa.gov.

Remember, accident prevention is the best way to control your premium costs.

296-155	Part A	General Safety & Health Provisions Housekeeping (155-020)
296-155	Part B-1	Occupational Health and Environmental Control Accident Prevention Program (155-110) Management's Responsibility (155-100) First Aid Training (155-120)
296-155	Part C	Personal Protective & Life Saving Equipment Eye and Face Protection (155-215) Head Protection (155-205)
296-155	Part C-1	Fall Restraint and Fall Arrest (155-245–24525)
296-155	Part G	Tools, Hand and Power (155-350–380)
296-155	Part I	Electrical General Requirements (155-444) Wiring Design & Protection (155-447) Wiring Methods & Components & Equipment for General Use (155-449)
296-155	Part J	Stairways and Ladders (155-475–48090)
296-155	Part J-1	Scaffolds (155-481–498)
296-155	Part K	Floor Openings, Wall Openings, & Stairways (155-500–515)
296-155	Part M	Motor Vehicles, Mechanized Equipment & Marine Operations Material Handling Equipment (155-615)

296-155	Part N	Excavation, Trenching, and Shoring (155-650–66411)
296-62	Part I-1	Asbestos Communication of Hazards to Employees (62-07721)
296-800-170	Core Rules	Chemical Hazard Communication

Risk Management Services

Labor and Industries will help business/trade associations or individual employers establish loss-control programs. These programs, tailored to specific industry needs, help employers prevent work-related injuries and occupational diseases, and minimize industrial insurance claims costs. Risk Management staff also work with L&I’s Employer Services section to help employer assess the appropriateness of their industrial insurance risk classifications.

If you’re interested in Risk Management Services, call 360-902-5586.

WISHA* Safety and Health Consultations

Labor and Industries can provide your company with a safety and health consultation at **no cost**. It is specifically designed to help you increase safety awareness, prevent accidents and manage workers’ compensation costs.

Here’s how it works: At your request, a safety and health consultant will come to your job site to help you identify any safety or health hazards or deficiencies you may have and to review your written safety and health program for compliance with WISHA safety and health rules.

For more information, call 360-902-5735 or visit L&I’s web site at www.LNI.wa.gov to learn more about consultations and how to contact a consultant in your area.

*WISHA – the Washington Industrial Safety and Health Act – is the state equivalent of OSHA. L&I’s WISHA Services Division, not OSHA, is responsible for workplace safety and health rules in Washington State.

Toll-Free Telephone Numbers

1-800-LISTENS (547-8367)

Our hotline operators are available to answer general questions about claims or your industrial insurance account.

1-800-647-0982

Operators on the contractor registration information line can tell you if a contractor is currently registered, how long the contractor has been in business, whether there is pending action against a contractor's bond, and any previous actions.

1-800-423-7233 (4BE-SAFE)

Use this information line when you have questions about safety and health issues, such as safety regulations, the workers' "right to know" hazardous materials requirements, or our voluntary safety consultation services.

1-800-831-5227

This number is our automated information system line accessible from touch-tone telephones. Listen for the category you wish to access.

To access claim information, you will need the claimant's claim number and Social Security number.

To access an employer's account information, you will need the employer's 9-digit Unified Business Identifier (UBI) number and the 8-digit industrial insurance Account Identification (I.D.) number.

Department of Labor and Industries Field Service Locations

Labor and Industries operates local offices to serve your needs. If you have questions, call the office nearest you by checking under **Washington, State of**, in the government or white pages of your telephone directory.

Region 1, Northwest Washington

Bellingham
Everett
Mount Vernon

Region 2, King County

Bellevue
Seattle
Tukwila

Region 3, Pierce County/ Peninsula

Bremerton
Tacoma
Port Angeles

Region 4, Southwest Washington

Aberdeen
Longview
Tumwater
Vancouver

Region 5, Central Washington

East Wenatchee
Kennewick
Moses Lake
Okanogan
Walla Walla
Yakima

Region 6, Eastern Washington

Colville
Pullman
Spokane

Appendix III

CONTRACTOR CROSS REFERENCE INDEX

Outlined below is a matrix illustrating each operational phase of a wood-frame construction project and the risk classification that should be used when a contractor performs activities of a particular construction operation. (Note: the phases in this matrix correspond with the phases in the manual).

The intent of this matrix is to serve as a guide only, and generally applies in most instances. We do recommend that you review the content in the manual to ensure which classifications apply to your business.

OPERATION	0 1 0 1	0 1 0 3	0 1 0 5	0 1 0 7	0 1 0 8	0 2 1 2	0 2 1 7	0 3 0 1
SITE PREPARATION								
• Logging:								
by contractor _____								
log machine operator _____	X							
log truck drivers _____								
• Blasting:								
by blasting contractor _____		X						
by excavation contractor _____	X							
• Building Demolition:								
by contractor _____								
• Land Clearing/Grading:								
by contractor _____	X							
debris removal by contractor _____	X							
debris removal by hauling contractor _____								
FOUNDATION AND FLATWORK								
• Locating Foundation:								
by foundation or general contractor _____							X	
by excavation contractor _____	X							
• Excavation:								
by contractor _____	X							
debris removal by contractor _____	X							
debris removal by hauling contractor _____								
• Setting Foundation:								
concrete foundation by contractor _____							X	
brick or stone foundation by contractor _____								
reinforcing steel installation by contractor _____							X	
• Flatwork:								
concrete flatwork by contractor _____							X	
brick or stone flatwork by contractor _____								
• Foundation Waterproofing:								
excavation work _____	X							
application of waterproof material _____								

CLASSIFICATION

[illegible]

OPERATION

	0 1 0 1	0 1 0 3	0 1 0 5	0 1 0 7	0 1 0 8	0 2 1 2	0 2 1 7	0 3 0 1
FRAMING THE STRUCTURE								
by contractor _____								
UTILITY CONSTRUCTION								
• To the structure — Exterior work:								
overhead power line by contractor _____								
underground power line by contractor _____				X				
gas pipeline by contractor _____				X				
waterline by contractor _____				X				
well drilling by contractor _____		X						
side sewer by contractor _____								
septic tank by contractor _____					X			
• Within the structure — Interior work:								
Electrical								
electrical wiring by contractor _____								
alarm/intercom system by contractor _____								
telephone pre-wire by contractor _____								
CATV by contractor _____								
Heating/Ventilation								
furnace and duct work by contractor _____								
air conditioning by contractor _____								
central vacuum system by contractor _____								
Plumbing								
rough-in plumbing by contractor _____								
sink, shower, tub, etc. installation by contractor _____								
water heater by contractor _____								
water/sewer pipe by contractor _____								
ENCLOSING THE STRUCTURE								
• Roofing:								
by contractor _____								
• Gutter and Downspout:								
by contractor _____								
• Siding/Exterior Covering:								
wood or vinyl by contractor _____								
metal/aluminum by contractor _____								
brick by contractor _____								
plaster or stucco by contractor _____								
• Painting (Exterior):								
by contractor _____								
• Garage Doors:								
by contractor _____								
• Chimneys and Fireplaces:								
by contractor _____								
wood stove installation by contractor _____								
ornamental brick work by contractor _____								

CLASSIFICATION

[illegible]

OPERATION

0	0	0	0	0	0	0	0
1	1	1	1	1	2	2	3
0	0	0	0	0	1	1	0
1	3	5	7	8	2	7	1

INTERIOR FINISH WORK

- Insulation
 - by contractor _____
- Walls and Ceilings:
 - wallboard installation including scrapping (discounted rate) _____
 - wallboard installation including scrapping (non-discounted rate) _____
 - wallboard taping, including priming & texturing (discounted rate) _____
 - wallboard taping, including priming & texturing (non-discounted rate) _____
 - plastering or stuccoing by contractor _____
 - painting by contractor _____
 - wallpapering by contractor _____
 - wood paneling by contractor _____
 - metal walls (non-structural) by contractor _____
 - suspended grid ceiling by contractor _____
 - blinds, shades, draperies by contractor _____
- Interior Trim:
 - cabinet installation by contractor _____
 - interior doors and frames by contractor _____
 - wood stair railings by contractor _____
 - wood moldings by contractor _____
 - countertop installation
 - by specialty or floor-covering contractor _____
 - by cabinet contractor _____
- Floors
 - hardwood by contractor _____
 - carpet, vinyl, tile, parquet by contractor _____
 - brick, stone, mosaic, terrazo by contractor _____

FINISHING THE SITE

- Landscaping:
 - by contractor _____
- Fences:
 - wood or metal by contractor _____
 - brick or stone by contractor _____
 - concrete by contractor _____
- Decks and Patios, Swimming Pools, Exterior Lighting:
 - wood decks and patios by contractor _____
 - concrete decks and patios by contractor _____
 - brick or stone decks and patios by contractor _____
 - concrete pools by contractor (excluding excavation) _____
 - plastic liner pools (no cement) by contractor _____
 - hot tubs or saunas by contractor _____
 - exterior lighting by contractor _____

CLASSIFICATION

[illegible]

OPERATION

	0 1 0 1	0 1 0 3	0 1 0 5	0 1 0 7	0 1 0 8	0 2 1 2	0 2 1 7	0 3 0 1
• Debris Removal: removal of material by contractor is applicable to the phase of construction being supported by contractor's cleanup crew _____								
• Preoccupancy Cleanup: janitorial cleanup by contractor not involved in any previous phase of the construction project or debris removal process _____								
MISCELLANEOUS OPERATIONS								
• Temporary Barriers or Facilities: by contractor _____								
• Draining (Dewatering): by foundation contractor _____							X	
by specialty contractor _____								
• Permanent Yard or Shop: by contractor _____								

CLASSIFICATION

0 3 0 2	0 3 0 6	0 3 0 7	0 5 0 2	0 5 0 4	0 5 0 6	0 5 0 7	0 5 0 9	0 5 1 0	0 5 1 1	0 5 1 2	0 5 1 3	0 5 1 4	0 5 1 6	0 5 1 9	0 6 0 1	0 6 0 7	0 6 0 8	1 1 0 2	5 0 0 1	5 0 0 3	5 2 0 6	6 6 0 2
																						X
								X														
	X																					
																					X	